

COMNAVAIRLANT INSTRUCTION 3500.52G

Subj: MANAGEMENT OF COMNAVAIRLANT PERSONNEL QUALIFICATION STANDARD (PQS)
PROGRAM

Ref: (a) OPNAVINST 3500.34D
(b) NAVEDTRA 43100-1D
(c) CINCLANTFLTINST 5400.2L
(d) NAVEDTRA 43100-5/NAVSUP Pub 2002
(e) OPNAVINST 3120.32C
(f) OPNAVINST 1412.2F
(g) OPNAVINST 1414.1B
(h) OPNAVINST 1412.5C
(i) CINCLANTFLTPACINST 3541.1A/CINCLANTFLTINST 3541.1F
(j) COMNAVAIRLANTINST 3500.48G
(k) NWP 10-1-11 (Rev A)
(l) COMNAVAIRLANTINST 1510.22B
(m) OPNAVINST 1412.6A
(n) OPNAVINST 1412.8

Encl: (1) PQS Program Evaluation Criteria
(2) PQS Management Tools
(3) Program Pointers
(4) Locally Prepared Forms

1. Purpose. To provide policy and procedures for the management of the Personnel Qualification Standards (PQS) program on all units assigned to the Naval Air Force, U.S. Atlantic Fleet. Due to extensive revision, paragraph markings have been omitted. This instruction should be read in its entirety.

2. Cancellation. COMNAVAIRLANTINST 3500.52F

3. Background. The PQS program is the Navy's standard program for qualification of watchstanders. Use of PQS provides a trainee with references, theory and practical application necessary to learn a specific watchstation. It also provides the trainee's chain of command with a means to monitor qualification progress. References (a) through (n) and enclosures (1) through (4) provide guidance that is essential in administering a successful PQS program. Reference (c) directs Commander Naval Air Force, U.S. Atlantic Fleet to exercise overall responsibility for the administration of the PQS program within NAVAIRLANT. The current issue of reference (d) provides the latest list of PQS with National Stock Numbers, which are available for implementation.

4. Policy

a. PQS use is mandatory except as suspended by Fleet Commanders in Chief with concurrence of the Chief of Naval Operations (CNO) and as follows:

(1) PQS is not required:

(a) If a formal licensing program exists.

(b) If a Navy Enlisted Classification (NEC) exists and formal training is available.

(c) If task is relatively simple.

(d) If of limited applicability/utility (not cost effective).

(e) If design/configuration of supported system is not stable.

(f) If a formal certification program exists.

(g) Upon implementation of a MIP testing and refresher training program, PQS for the corresponding aircraft/system/rate will no longer be required per reference (1).

b. Except as indicated in paragraph a, if PQS has been developed and promulgated by Chief of Naval Education and Training as a NAVEDTRA document, its use in qualification of personnel is mandatory.

c. A common PQS shall be developed where fleet-wide applicability exists. Individual commands may tailor these packages to their configuration and special requirements. Qualification steps may be added but not deleted for reasons other than lack of a specific equipment.

d. If a watchstation is not covered by PQS, ship's force will develop and implement a Job Qualification Requirement (JQR) in the format specified in reference (b). When an organization develops its own JQR, it shall be forwarded to the Type Commander (Code N81/CV Readiness) who may request assistance from the PQS Development Group to determine its applicability for similar units under Type Commander authority and verify accuracy. Type Commanders may forward the JQR with endorsements to the PQS Development Group and the appropriate major staff office for determination of fleet-wide applicability. A copy of the JQR should also be sent to NAVEDTRA for determination or related course applicability. NAVAIRLANT units are encouraged to provide feedback via the chain of command on recommended changes and improvements to PQS.

e. This instruction will be reviewed annually. Commands are requested to provide recommendations for improvements/corrections to originator as occurring.

f. The PQS program is a fundamental element of the ship's training program, and it is to be incorporated in the ship's training program as the primary means of watchstation qualification.

g. All watchbills will be prepared based upon review of the qualification documents contained in the service records such as page 4 entries, letters of designation and interim qualification letters. During the interim between an individual's final qualification and service record entry, training record entries and copies of PQS final qualification pages/interim qualification letters will be used as the basis for watchbill preparation.

h. The goal of the ship's training program is rapid attainment of final qualification according to the PQS or JQR established for that watchstation. Circumstances such as new construction, Service Life Extension Program, long carrier overhauls, unplanned loss, accident or sickness may cause situations where normal qualification cannot provide a "final qualified" watchstander when required. The Commanding Officer may determine minimum qualification accomplishment that will safely support the watchstation. The Commanding Officer shall formally appoint a person who has completed those minimum requirements as "interim qualified" to fill the gap. Strict control will be kept on the use of interim qualifications procedures as follows:

(1) Conduct an oral interview board with selected individuals to determine which individual(s) is best qualified to fill the watchstation based on their knowledge.

(2) Identify specific PQS items and prerequisites to be accomplished by the individual for interim qualification and specific watchstation (including prerequisite) items that are to be deferred.

Note: Prerequisite watchstations should be reviewed for applicability. If an individual is not qualified in all applicable prerequisite watchstations and it is not feasible for an individual to qualify at all applicable prerequisite watchstations, then the Systems and Fundamental items of all prerequisite and subject watchstations should be completed. System and Fundamental items should not normally be deferred.

(3) Upon accomplishment of required Fundamentals, Systems and Watchstation items, administer an oral/written examination and request interim qualification utilizing reference (b) interim qualification form if examination results are satisfactory.

(4) During periods of interim qualification, ensure individuals continue working towards completion of final qualification.

(5) Determine a deadline date by which the individual must achieve final qualification or lose his interim qualification. The interim qualification will be valid for only 90 days after the Commanding Officer's authorization. An interim qualification will be valid for 90 days after the commencement of sea trials following extended planned maintenance availabilities (i.e., new construction, SLEP, COH). Final qualification should normally be accomplished within three months. Waivers may be granted by the final qualification authority on a watchstation by watchstation basis.

i. Commands having suitable ADP capability may track individual PQS progress by either conventional means (PQS charts) or automated means (ADP).

j. PQS books are not required to be kept once the highest watchstation qualification in the book has been signed off and the appropriate service record entries have been made.

k. Qualification Officers/Petty Officers for Fundamentals and Systems item sign-off are an important quality control aspect of the PQS program. They must be of the highest integrity and be capable of saying "No, you are not qualified."

The Qualifying Officer/Petty Officer will be:

(1) E-5 or above.

(2) Qualified for the PQS they are assigned.

(3) Recommended by the Division Officer.

(4) Examined by a special board comprised of the appropriate officers and supervisors.

Note: Watchstation items of PQS may be signed off by any qualified watchstander.

The Commanding Officer may also authorize personnel to sign off PQS line items based upon the individual's experience and position. Example: The First Lieutenant or the underway Officer of the Deck could be authorized to sign off Boatswain Mate of the Watch PQS line items. Department Heads shall appoint all PQS qualifiers by name in writing, and list the PQS items each is authorized to sign off.

l. "Grace periods" are only authorized for new PQS standards, newly installed systems/equipment, new watchstations, precommissioning units and units completing overhauls in excess of 18 months when personnel must be used to carry out the PQS program who are not completely qualified to serve as qualifiers. During the grace period, the procedures specified in reference (b) apply.

m. Page 4 service record entries of PQS qualification shall be made as PQS qualifications are attained.

n. Once a common watchstation, such as Phone Talker, is completed by an individual for any PQS, it need not be repeated as a part of a subsequent qualification. The earlier completion may simply be cited in the qualification book.

o. All PQS progress charts/ADP records will be maintained in accordance with reference (b).

(1) All PQS assigned a person will be listed and tracked on the parent division/work center PQS chart/ADP record. This includes all general quarters stations and other special evolutions such as Line Handler, UNREP and Sea Detail requirements irrespective of departmental assignments. Exceptions to this are In-port Emergency Party PQS (Damage Control Assistant), Repair Locker PQS (DCA) and Quarterdeck PQS (Senior Watch Officer). Repair Locker and Battle Dressing Station officers are required to track the Damage Control PQS accomplishment of individuals assigned to their Repair or Battle Dressing Station.

(2) Each work center will maintain a progress chart for Basic Damage Control, DCP0, 3-M Quality Assurance, Naval Aviation Maintenance Programs (when applicable), and in-rate standards.

(3) In some cases, responsibility for the implementation of a PQS package falls jointly on more than one department. In those special cases, the overall control of the PQS package will be delegated by the Unit PQS Coordinator to the most appropriate authority.

(4) Each department will maintain one progress chart/ADP record for all the officers within the department. All officers embarked on a ship will complete Basic Damage Control and 3-M PQS requirements within six months of reporting aboard; and, if previously qualified, the officers will requalify within three months of reporting.

(5) On board ship, each main repair locker will maintain a progress chart/ADP record for all repair locker team members. The Repair Party Officer and Unit Leaders are responsible for making watchstation assignments, assigning Qualification Petty Officers and ensuring that the progress charts/ADP records are up-to-date.

(6) Qualification in emergency egress from routine watchstation working and living spaces and use of life support devices (OBA, EEED, etc.) is provided by Basic Damage Control PQS (NAVEDTRA 4319-2). All personnel shall receive practical refresher emergency egress training and use of all life support devices semiannually. Completion of training shall be documented by annotation of PQS chart/ADP record in accordance with reference (i) and on Training Syllabus Sheets (OPNAV 4790/33) under professional training in the individual's training records.

p. Surface Watch Officer PQS will be completed by 116X Officers within 18 to 24 months of reporting aboard.

q. Surface Warfare Supply Corps Officer PQS is not a requirement but is strongly recommended for all Supply Corps Officers assigned to afloat air capable units.

r. Surface Warfare Medical Department Officer PQS is not a requirement but is recommended for all Medical, Dental Department Officers assigned to afloat units. Medical, Dental Department Officers must serve at least one year aboard an afloat unit to qualify.

s. Qualification procedures commence upon initially reporting on board. Division officers should review the individual's service/training records and administer oral/written examinations to determine the individual's level of knowledge.

(1) More experienced personnel will normally start at higher watchstation levels.

(2) Piping systems will be traced to support system PQS.

(3) Officer and supervisor watchstation qualification recommendations will be based upon written or oral examinations and observed watchstation proficiency at all watchstation levels (e.g., BT Top Watch, Track Supervisor, Communications Watch Officer, etc.). Supervisor watchstanders and officer watchstanders will gain qualification by passing an oral board interview. The oral boards will be conducted at the appropriate department or unit levels and will be comprised of the Department Head or Senior Officer in the specialty area and at least two currently PQS qualified watchstanders.

(4) When all designated PQS watchstations and prerequisites are completed on the PQS qualification summary page and final qualification is deemed appropriate, the final qualification page shall be so annotated and forwarded to the Commanding Officer or designated representative for approval.

(5) All PQS qualified personnel will maintain their qualification through active participation such as instructing and inspecting.

t. Personnel previously PQS qualified, except warfare qualifications, are required to requalify at a new command. Procedures for the establishment of a PQS watchstation entry point/requalification are as follows:

(1) The Division Officer will convene a board of qualified personnel to determine an individual's experience based upon service record entries, written/oral examination and an oral interview.

(2) The board should begin by evaluating the individual's knowledge of the most basic prerequisites and work forward to determine the watchstation entry point. Once determined, identify those watchstation tasks, in addition to prerequisite Fundamental, System and Watchstation tasks which must be completed prior to requalification. This tailored PQS package should ensure that individuals requalify in all systems and procedures unique to the unit without feeling that they are wasting time completing requirements in areas with which they are already familiar.

(3) A report of the board results, using the format in enclosure (4), should be forwarded to the Certifying Officer (the officer designated by the Commanding officer as qualifying officer for the watchstation) recommending the watchstation entry point and listing those Fundamental, System and Watchstation tasks which must be completed prior to requalification. Once approved by the Certifying Officer, the report should be entered into the individual's divisional training record.

(4) When the individual has completed the requirements for requalification at the watchstation entry point as determined by the board and approved by the Certifying Officer, the final qualification page should be forwarded to the Certifying Officer for approval.

(5) Watchstation requalification will be documented by Page 4 service record entry.

5. Action

a. Type Commanders

(1) Assign an officer to duty as PQS Coordinator.

(2) Provide PQS assistance/training for assigned units.

(3) Regularly monitor the effectiveness of PQS program in all assigned ships and operating units.

(4) Conduct PQS inspections in conjunction with the command inspection of subordinate units using enclosure (1) and the checklist contained in reference (b).

(5) Include PQS progress and review milestones in the Readiness Development Program as defined in reference (j).

b. Commanding Officers

(1) Establish procedures to ensure that PQS is a viable qualification program supported by a formal training plan. Satisfactory progress in assigned PQS toward the goal of watchstation qualifications by each individual should be considered as a mandatory requirement for attaining the Commanding Officer's recommendation for advancement in rating, reenlistment or obtaining special qualifications or designations.

(2) Periodically review and update existing training plans and training material to complement and support PQS.

(3) Establish a command PQS Training and Evaluation Group.

(a) This group is to be made up of the unit's PQS/Training Coordinator and the department Training/PQS Coordinator. The 3-M Coordinator and the DCA will provide one CPO to assist in the area of 3-M and Repair Party PQS, respectively, when required. The Educational Services Officer will provide assistance when required.

(b) The primary responsibility of this group is to inspect, instruct and assist division/work centers in the administration and continued evaluation of the command's program for maximum utilization and effective performance.

(c) The PQS Training and Evaluation Group will conduct seminars periodically for in-house officer and senior enlisted personnel.

(d) Attendance at yearly PQS seminars is recommended for personnel assigned as unit PQS/Training Coordinators.

(4) Ensure watchbills denote the watchstander's level of qualification, i.e., Q = qualified, I = interim qualified, U/I = under instruction, N = not qualified.

(5) Publish command directives establishing PQS as an integral element of the command's training qualification program

(6) Establish a PQS organization which incorporates monitoring procedures. Monitoring procedures shall include a spot check program. The goal of this spot check program is to determine if a person has the level of knowledge to properly perform watchstation duties, not just to verify the administrative chain of a qualification.

(7) Assign a command PQS Coordinator to assist in the management and administration of the PQS program

(8) Establish interim qualification procedures (refer to paragraph 4h). Ensure that personnel assigned watch duties for which the final qualification is not complete are interim qualified under the Commanding Officer's signature.

(9) Serve as the qualification/requalification authority for key/ supervisory watchstations. Designate in writing those watchstations for which the Commanding Officer does not act as the final qualification authority.

(10) Ensure that all personnel, including embarked personnel, complete final qualification in Basic Damage Control (NAVEDTRA 43119-2) and 3-M Maintenance Person Watchstation (NAVEDTRA 43241) within six months of reporting to the command.

(11) Establish a method of final qualification and requalification (refer to paragraphs 4s and 4t). This method will vary with the requirements of the command, but may include any combination of the following:

- (a) Acceptance of recommendations.
- (b) Oral/written examinations.
- (c) Personally observed performance.
- (d) Qualification board.

(12) Ensure NAMPS is completed by all AIMD personnel within six months of reporting aboard ship.

c. Executive Officer

- (1) Supervise the PQS program as directed by the Commanding Officer.
- (2) Maintain the command's written guidance on PQS.
- (3) Monitor officer PQS progress.
- (4) Direct development of JQRs per reference (b).

(5) Ensure personnel assigned to Flight Quarters, In-Port Emergency Parties and Condition I, III, IV, V watchstations for which PQS or JQRs have been developed are properly qualified for those watchstations. This requires specific attention to the assignment of PQS to personnel outside the department in which they stand watch. This also includes the complete and timely documentation of interim/final qualification.

(6) Ensure that service record entries are made promptly.

(7) Report status of the PQS program to the Commanding Officer on a monthly basis.

d. PQS Coordinator

(1) Maintain the basic system references as listed in enclosure (2).

(2) Maintain system software.

(a) Order and store "all-hands" PQS such as Damage Control and 3-M

(b) Function as the focal point for ordering departmental PQS.

(3) Advise the Executive Officer and Planning Board for Training on all PQS matters.

(4) Conduct the PQS indoctrination of newly reported enlisted personnel. Brief them on command policy regarding PQS, using lesson guides developed based on the ship's written guidance, this instruction and reference (b).

(5) Issue "all-hands" PQS software to newly reported personnel.

(6) Maintain a master library of all PQS standards and standard answer books applicable to the command.

(7) Submit a monthly report to the Commanding Officer via the Executive Officer on the status of the ship's PQS program. This report will be broken down by each division and major cross divisional task centers (such as Repair Parties, In-Port Emergency Teams, Quarterdeck, etc.). This report shall include:

(a) The number of personnel required by watchstation to ensure proper functioning of the task center and the number qualified.

(b) The names and remedial action taken for all personnel who are in arrears in ship-wide PQS such as 3-M General DC, Emergency Egress, EEBD, OBA Training.

(c) Results of PQS spot checks conducted.

(d) Assessment of enlisted surface warfare and air warfare qualification programs broken into E-7 and above and E-4 through E-6 categories.

Note: The Senior 11XX Watch Officer reports on the progress of Surface Warfare Officer (SWO) qualification.

(8) Maintain the PQS status reports and an historical record of qualifiers for two years.

e. Planning Board for Training. Coordinate and schedule PQS training. Resolve inter-departmental conflicts in support of watchstander training.

f. Senior 11XX Officer. The Senior 11XX Officer will:

(1) Set goals for the SWO trainees as directed by the Commanding Officer.

(2) Maintain records of SWO progress.

(3) Advise the Commanding Officer on the progress of each SWO trainee.

g. Senior Supply Corps Officer. The Senior 16XX Officer will:

(1) Set goals for SWSCO and AWSCO trainees as directed by the Commanding Officer.

(2) Maintain records of SWSCO and AWSCO progress.

(3) Advise the Commanding Officer on the progress of each SWSCO and AWSCO trainee.

h. Senior Medical Officer. The Senior 21XX Officer will:

(1) Set goals for SWMD0 trainees as directed by the Commanding Officer.

(2) Maintain records of SWMD0 progress.

(3) Advise the Commanding Officer on the progress of each SWMD0 trainee.

i. Department Head

(1) Administer the PQS program within the department.

(2) Determine the "entry level" of newly reported personnel, based upon past duty stations, en route schooling, page 4 service record entries, and recommendation of the division officer.

(3) Act as final qualification authority (Certifying Officer) for those watchstations as authorized by the Commanding Officer.

(4) Ensure personnel assigned Flight Quarters Stations, In-Port Emergency Parties and Condition I, III, IV, V watchstations, for which PQS or JQRs have been developed are final or interim qualified for those watchstations.

(5) Recommend final and interim watchstation qualification to the Commanding Officer.

(6) Keep track of interim qualified personnel and ensure they complete final qualification promptly.

(7) Submit PQS status report to PQS Coordinator monthly.

(8) Assign watchstations and specific goals to be attained to departmental officers.

(9) Schedule (via the Planning Board for Training) formal training to be accomplished in support of PQS.

(10) Approve designation of Qualification Petty Officers/Officers.

(11) Approve composition of the departmental Oral Review Boards.

j. Division Officer

(1) Administer the division PQS program

(2) Interview newly reported personnel to determine experience and qualification and recommend to the Department Head their entry level.

(3) Assign watchstations and PQS goals to individual trainees.

(4) Monitor the progress of division personnel toward qualification goals.

(5) Ensure that standard answer books for Fundamentals and Systems are available for use by Qualification Petty Officers.

(6) Ensure PQS progress charts/ADP records are updated weekly.

(7) Recommend final or interim watchstation qualification to the Department Head.

(8) Assign qualified or interim qualified personnel to Flight Quarters Stations, In-Port Emergency Parties and Condition I, III, IV, and V watchstations.

(9) Verify page 4 service record entries document PQS watchstation qualification.

(10) Submit PQS status report to the Department Head monthly.

(11) Review quality of division training in support of PQS.

(12) Recommend Qualification Petty Officer assignments to the Department Head. (The 3-M Coordinator will designate 3-M PQS Qualification Petty Officers.)

(13) Initiate oral interview board assignments.

(14) Maintain divisional library of PQS references.

k. Work Center Supervisors

(1) Assist the Division Officer in scheduling watchstation qualifications for trainees.

(2) Recommend watchstation goals for trainees.

(3) Maintain and update PQS progress charts/ADP records weekly.

(4) Review trainee's standards book weekly.

l. Qualification Petty Officers/Officers

(1) Conduct oral, written, or practical examinations as necessary.

(2) Shall be authorized in writing to sign Fundamental and System items.

Note: Any qualified watchstander may be authorized to sign off watchstation items.

m. Trainees

(1) Draw required Systems and Fundamental material and PQS books from the divisional Training Petty Officer.

(2) Work on assigned qualifications to attain the assigned goals for completion.

(3) Have PQS Standards Book reviewed weekly by the Work Center Supervisor.

(4) Ensure that items of qualification are demonstrated to Qualification Petty Officers/Officers.

(5) Be familiar with sign-off procedures.

6. Reports

a. Commanding Officers shall submit reports quarterly, March, June, September and December, via the Status of Resources and Training System (SORTS). Report figures are to be based upon on board count as of the last day of the preceding month. Reports are to be formatted as follows:

(1) Percent of total personnel on board over six months and the actual number of personnel who have completed Basic Damage Control (NAVEDTRA 43119-2).

(2) Percent of required ship's personnel who have completed Repair Party (NAVEDTRA 43119-3).

(3) Percent of required ship's personnel who have completed Damage Control Petty Officer (NAVEDTRA 43119-3).

(4) Percent of total personnel on board over six months and the actual number of personnel who have completed 3-M Non-Supervisory Watchstation (NAVEDTRA 43241).

(5) Percent of total personnel on board over six months and the actual number of personnel who have completed Naval Aviation Maintenance Program (NAMP) PQS Non-Supervision/NAVEDTRA 43247, Maintenance Action 401 (as applicable).

(6) List by number the PQS program watchstation qualifications completed during the reporting month, the percent of required ship's personnel who have completed each PQS as compiled from the progress charts, and the percent programmed for next month (e.g., 43119-2(6)(65)(15)).

Distribution: (SNDL Parts 1 and 2)

21A FLEET COMMANDERS IN CHIEF
24 TYPE COMMANDERS
28A1 CARRIER GROUPS
29B1 AIRCRAFT CARRIERS (CV) (CVN)
42A1 FLEET AIR COMMANDS LANT (Wings and Squadrons only)
FA6 NAVAL AIR STATIONS
FA7 NAVAL STATIONS
ATGLANT NORFOLK VA
SWOSCOL NEWPORT RI
COMCRUDESGRUS

Stocked:

COMNAVAIRLANT (N02A6)

PQS PROGRAM EVALUATION CRITERIA

1. The following deficiencies make a PQS program unsatisfactory. This list is not all inclusive and is provided as a guide.

- a. Applicable PQS not implemented/not used.
- b. Failure of significant numbers of personnel to achieve meaningful progress toward qualifications.
- c. Failure to conform with interim/final qualification procedures.
- d. Significant disparities among watchbill assignments, watchstation PQS qualification, and service record entries.
- e. Division PQS charts or ADP records not in use.
- f. More than 10% of the crew in arrears for Emergency Egress, EEBD, and OBA training. The Force goal is 100% crew qualification.
- g. Significant failure to comply with the ship's written PQS guidance.

2. The following deficiencies make a PQS program marginal. An accumulation of marginal deficiencies may also lead to an evaluation of unsatisfactory. This list is not all inclusive and is provided as a guide.

- a. Numerous minor disparities among watchbill assignments, watchstation PQS qualifications, and service record entries.
- b. Incomplete/inaccurate division PQS progress charts or ADP records.
- c. No JQRs implemented for watchstations not covered by PQS.
- d. Out of date list of qualifiers.
- e. Numerous minor disparities in interim qualifications.
- f. Command spot check program inadequate.
- g. Required reports not submitted.
- h. Inadequate PQS indoctrination program, i.e., no lesson guides developed, insufficient time set aside during command indoctrination for PQS indoctrination training, etc.

PQS MANAGEMENT TOOLS

1. PQS Management Tools. The following PQS management tools are available through the supply system

a. NAVEDTRA 43100-1, PQS Manager's Guide (FSN: 0501-LP-221-0001). This publication, although not a directive, contains suggested procedures for implementing and administering PQS programs. Its use is strongly recommended.

b. NAVSUP Pub 2002, Navy Stock List of Publications and Forms (FSN: 0535-LP-004-0100). This publication (microfiche) lists all PQS material in stock and all Navy forms and publications (revised quarterly).

c. NAVEDTRA 43100-5, Personnel Qualification Standards Catalog. This publication lists all PQS documents (revised quarterly).

d. Personnel Qualification Standards and Qualification Cards. These are the tools used to determine and certify qualification requirements. Full signatures are required on qualification cards for each item. Qualification standards and cards may be tailored by commands as desired to conform to individual command configurations. Qualification standards and qualification cards are available through the supply system by ordering direct from Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

Make sure the Supply Department is aware of the requirement to order from this source. Ordering through the normal supply system (other than direct from Philadelphia) will probably result in a canceled or "Not in Stock (NIS)" returned requisition. Refer to reference (b) for additional information.

e. PQS Progress Charts (FSN: 0115-00-015-0010). These forms are stocked at Naval Publications and Forms Center, Philadelphia; Naval Supply Center, Norfolk; Naval Supply Center, Charleston; and Naval Supply Center, Jacksonville; and are used to document and monitor individual PQS progress. NAVEDTRA 43100-1, the PQS Manager's Guide, has detailed guidance on use of PQS progress charts. Progress charts shall include all applicable personnel, be updated periodically and their location should be known to all hands.

2. Pertinent PQS Instructions and Off-Ship Assistance

a. OPNAVINST 3500.34 (Delineates Bureau level PQS responsibilities)

b. OPNAVINST 3120.32 (SORM)

c. OPNAVINST 1412.2 (SWO Requirements)

d. OPNAVINST 1414.1 (ESWS Requirements)

- e. OPNAVINST 1412.5 (EAWS Requirements)
- f. NAVSUP Pub 2002 (Lists all forms and publications, including PQS)
- g. NAVEDTRA 43100-1 (PQS Manager's Guide)
- h. CINCLANTFLTINST 3541.1 (DC Training)
- i. CINCLANTFLTINST 5400.2 (Art. 3107) CINCLANTFLT REGS (LANTFLT PQS Requirements)
- j. COMNAVAIRLANTINST 3500.52 (TYCOM PQS Requirements)
- k. NAVEDTRA 43100-5 (Personnel Qualification Standards Catalog)
- l. Off-Ship Assistance: COMNAVAIRLANT AUTOVON 564-3703/7129, commercial (804) 444-3703/7129
- m. Locally Prepared Forms:
 - (1) Interim Qualification Designation Form (reference (b))
 - (2) Qualification Officer/Petty Officer Form (Figure 1)
 - (3) Oral Interview Board Form (reference (b))
 - (4) PQS Progress/Monthly Report Form (Figure 2)
 - (5) Oral Interview Board Form for Watchstation Entry Points/ Requalifications (Figure 3)

PROGRAM POINTERS

1. Involvement of senior personnel is a strong indicator of an effective PQS program
2. PQS is designed to employ the entire chain of command. Watchbill problems, scheduling conflicts and training evolutions are within the purview of the Planning Board for Training (PBFT). Those ships inspected, which had an involved PBFT at which all key personnel attended, tended to have better programs.
3. Interim qualification program is designed to be just that, interim
4. Use of manual charts or ADP to monitor PQS progress is at the discretion of the Commanding Officer.
5. PQS is a Navy-wide qualification system which is transferable to other ships. A frequent complaint is that entering PQS accomplishment in service records is too hard or takes too much time. Ships with effective programs seem to accomplish this documentation without difficulty. A steady strain in the personnel office will help. Entering the PQS qualification in the individual's service record permits the discarding of the qualification book, records the training accomplishment, and provides a progress record to the Navy. Thirty days from qualification completion is a good guideline. Waiting until transfer time simply does not work.
6. Record the complete noun name of the watchstation as well as the NAVEDTRA number on page 4. This protects against errors such as the transposing of a NAVEDTRA number during the recording process.
7. The reverse side of a page 4 should be filled up before a new page is started. Multiple page 4's with only one or two watchstations recorded on each page complicate the administration and unnecessarily fill up the service record.
8. Personnel returning from school frequently have PQS line items signed off as completed. These should be recorded in the applicable PQS book.
9. Many PQS books are generic and must be tailored to the ship.
10. Discourage mass sign-offs. If large number of items are signed off on the same date, the likelihood of attentiveness to each detail of each line item is reduced. Mass sign-offs also indicate poor quality control.

11. Qualifiers should sign off items as the member's knowledge is demonstrated, not save them to be signed all at once. Attendance at a training lecture should not result in signatures without demonstrated knowledge.
12. Use all the talent assigned to your ship. Encourage the most qualified personnel to do the qualifying and sign-off. Just because a person is qualified to a certain level, does not mean they should be a qualifier.
13. Overloading an individual with too many PQS requirements at the same time is counterproductive. It encourages shortcuts and tends to discourage the individual.
14. Department Heads should make sure adequate numbers of personnel are qualified or being qualified to meet DCP0 requirements for the department.
15. A thorough internal PQS program audit has proven beneficial as a milestone in preparation for:
 - a. CART I/II
 - b. TSTS I/II/III/IV/FEP
 - c. POM
 - d. LOE/OPPE
 - e. Crew certification
 - f. Advanced Phase evaluation
 - g. Major weapons onloads
 - h. Fast Cruise/Dock Trial/Sea Trial
 - i. Flight operations
16. The "Date Qualified" date is the date the Commanding Officer or the designated Qualifying Officer signs the applicable PQS. The "Date Qualified" date entered into training and service records should match the PQS final qualification page.
17. Completed final qualification pages should be maintained in the individual's training record. When final qualification pages are sent to the Personnel Officer for service record entry, copies should be maintained in the individual's training record.

LOCALLY PREPARED FORMS

PQS QUALIFYING OFFICERS/PETTY OFFICERS

From _____ (Department Head)
To: _____ (Department Personnel)

Subj: DESIGNATION OF PQS QUALIFYING OFFICERS/PETTY OFFICERS

Ref: (a) (Unit PQS instruction)

1. As required by reference (a), this notice promulgates PQS qualifying officers/petty officers for the _____ Department.
2. For the purpose of initiating personnel qualification standards within the _____ Department, the following personnel are designated to sign qualification record sheets in specified areas.

Fundamentals and Systems: (List qualification packages and personnel for each rate/work center within the department.)

(Department Head)

PQS PROGRESS/MONTHLY REPORT FORM

From _____

To: Training Officer

Via: (1) _____ (Department Head)

(2) _____ (PQS Coordinator)

Subj: MONTHLY PQS PROGRESS/REPORT FOR _____ DIVISION,
MONTH OF _____

1. _____ (#) personnel in division/on board over six months.
2. _____ (#) personnel have completed Basic Damage Control PQS.
3. _____ (#) personnel have completed 3-M System PQS.
4. _____ (#) personnel have completed Repair Party PQS.
5. _____ (#) personnel have completed Damage Control Petty Officer PQS.
6. _____ (#) personnel have completed in-rate PQS leading to a watchstation qualification this month.
7. _____ (#) personnel have completed NAMPS Watchstation 401.

(Name/Rate)

(Qualification Standard)

_____	_____
_____	_____
_____	_____
_____	_____

8. _____ (#) of watchstanders that require PQS qualification/(#) of watchstations filled by a PQS qualified (not interim) watchstander.

9. New programs implemented this month:

10. Comments:

Note: This form can be prepared locally; information contained should be tailored to the command and reflect information that the command needs.

**ORAL BOARD RESULTS AND RECOMMENDATIONS LETTER
FOR WATCHSTATION ENTRY POINT/REQUALIFICATION**

Date _____

From Senior Board Member

To: _____
(Final Certifying Authority)

Subj: ORAL BOARD RESULTS

1. Candidate _____

Watchstation _____

2. Board Members

3. Board format: Oral/written/equipment demonstration

4. The following Fundamental, System and Watchstation tasks were reviewed:

_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT

5. Comments/Recommendations: Recommend qualification upon completion of the following Fundamental, System and Watchstation task items:

Senior Board Member

Approved: _____
Certifying Officer